

Eligibility Overview



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Overview of Title IV-E for Foster Care

Title IV-E of the Social Security Act provides Federal funding for foster care maintenance for children who meet eligibility and reimbursability criteria. Title IV-E also provides funding for administration and training for the foster care program.

Covered Expenses

IV-E Eligibility	IV-E Reimbursability
Staff costs Administrative costs Training costs	Room Board Other maintenance and supervision costs



A child who is determined
IV-E Eligible and IV-E
Reimbursable is also
categorically eligible for
Foster Care Medicaid.

I-VE ELIGIBLE REIMBURSABLE

Administrative Costs @ 50%
Training & Staff Costs @ 75%



- + Payroll
- + Building
- + Travel
- + Practice Model Training

Utah Foster Care Maintenance Costs @71%



- + Shelter
- + Food
- + Clothing
- + Certain Special Needs

Initial Eligibility

- ✱ Physical Removal
- ✱ Lived w/Caretaker Relative within 6 months of eligibility month
- ✱ Custody by court order or voluntary placement
- ✱ "Best Interest" language in Initial Court order
- ✱ "Reasonable Efforts" language
- ✱ Age
- ✱ Citizenship / Qualified Alien
- ✱ Income & Assets of AFDC group
- ✱ IV-E Placement requirements met

Initial Reimbursability

- ✱ SSI recipient
- ✱ Placement with kin, pending licensure as a foster family home
- ✱ Runaway foster child

Changes Affecting Eligibility

- ✗ Age & Citizenship
- ✗ Custody
- ✗ Trial Home Placements
- ✗ Child's Income & Assets
- ✗ Continued Deprivation
- ✗ Reasonable efforts to finalize permanency plan/12 month
- ✗ IV-E Placement Requirements met

Changes Affecting Reimbursability

- ✗ SSI recipient
- ✗ Placement with kin, pending licensure as a foster family home
- ✗ Runaway foster child

+ The eligibility and reimbursability of a child can change throughout the custody episode.

RMS

Random Moment Sample Process



Child and Family Services receives funding from Federal and State funds. A process must be in place to determine what portion of the agency's work qualifies for Federal funding to help pay for staff salaries, benefits and administrative costs.



The Random Moment Sample (RMS) process was established for this purpose. Through the RMS, caseworkers and their supervisors participate in a random sample process in which work activities are reported for specific points in time or "moments." When all of the sampled "moments" are compiled for a month, Child and Family Services has a statistically valid "snapshot" of how caseworkers and caseworker supervisors in the agency spent their time.



Caseworkers and supervisors participate in the RMS process. Eligibility workers do not participate in the RMS process.



Caseworker and supervisor participation is very important in the RMS process. Complete, accurate and timely reporting is essential.



Office of Administrative Support (OAS) staff administers the RMS process.



The RMS process randomly pairs a supervisor or caseworker with a given moment during the month. At least 700 RMS contacts have to be selected each month, with at least 2000 valid contacts per quarter.



In order to claim Federal funds for administrative purposes, Child and Family Services must use a statistically valid method to identify costs that can be claimed.



Computer System Access

System/Database	Contact	Description/Needs
PACMIS MMIS e-Rep eFind USSDS DWS Intranet	Jeri Griffin PACMIS Helpdesk Jerry Smith (DCFS password problems) Kent Karen (DJJS password problems)	<ul style="list-style-type: none"> ✓ DHS Mainframe request form completed, signed by supervisor, faxed to Jeri Griffin ✓ User ID ✓ Time limited passwords ✓ PACMIS Quick Reference ✓ eFind training completed
Vital Statistics	Jeri Griffin	<ul style="list-style-type: none"> ✓ Logon ID ✓ Icon
ORSIS	Jeri Griffin	<ul style="list-style-type: none"> ✓ ORSIS access forms completed, signed by supervisor and faxed to Jeri ✓ Conflict of interest declaration
MI706	Julie Peterson-Thomas Linda Moon	<ul style="list-style-type: none"> ✓ Notification of new worker
SAVE	Jeri Griffin	<ul style="list-style-type: none"> ✓ Web based ✓ On-line tutorial
CARE	Brenda Crockett (DJJS) Gaye Winn (DCFS)	<ul style="list-style-type: none"> ✓ Web based ✓ User ID ✓ Password
UCJIS	Jeri Griffin Andrea Hess	<ul style="list-style-type: none"> ✓ Web based ✓ BCI clearance/fingerprint check ✓ Password and PIN # time limited
Representative Payee Report	Les Roberts OFO	<ul style="list-style-type: none"> ✓ Program installation/Icon ✓ Updated reports
SAFE	SAFE Helpdesk	<ul style="list-style-type: none"> ✓ Supervisor must request eligibility access
PACVU	Jeri Griffin Local LAN contact	<ul style="list-style-type: none"> ✓ Program installed
Excel/Word/Access	Local LAN contact	<ul style="list-style-type: none"> ✓ Programs installed
Foster Care Licensing Database	Jeri Griffin Joseph Gonzales	<ul style="list-style-type: none"> ✓ Access to web based program ✓ Logon ID ✓ Password

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Policy on the Appropriate Use of Information Technology Resources

The purpose of this policy is to ensure that IT Resources owned or operated by the State of Utah or the Utah Department of Human Services are used efficiently and appropriately. This policy is also designed to notify Department employees and others about how they may (and may not) use IT Resources, and about how the Department will monitor and enforce this policy.

IT Resources – a wide range of information technology resources owned or operated by the State of the Department, including:

- Computer hardware and software such as SAFE, USSDS, ORSIS, PACMIS and eFind.
- All items listed in the definition of “IT Resources” are the property of the State and the Department. Under state and federal law, files and other contents of these IT Resources may be regarded a “records” of the State or the Department.

Unauthorized uses of IT Resources are always prohibited!

A user may not use IT Resources to access information that is classified or treated as confidential or otherwise restricted, unless the user is authorized to access such information under applicable laws, statutes, regulations or policies.

- In managing client records and information, employees shall:
 - Respect and protect the appropriate confidentiality and privacy of clients. Employees shall not use such client information for personal purposes.
 - Not knowingly violate any state or federal laws (including GRAMA) that specify when and how clients, other agencies and the public may inspect or copy the Department’s records, include client records.

A new user may not obtain access to computer-related IT Resources until that user has signed the Access Request Form. The Department may periodically require users to complete the Access Request Form re-certifying that they understand and will comply with the IT Resources Policy.

- *I have read, understand and agree to comply with the Department's "Policy on the Appropriate Use of Information Technology Resources." I have discussed any questions and issues of concern with my supervisor or contract manager in the Department, and these matters have been resolved to my satisfaction.*

User's Signature _____ Date _____

Password and Access Security

- Users are responsible for maintaining the security of their passwords. Users may not share, post or display their logon id's or passwords.
- Users shall change their passwords whenever a security problem is identified by the User or the Division or the Department's Office of Technology.
- SAFE, PACMIS, USSDS, eFind, ORSIS and other systems are used to access the information necessary for eligibility work. These systems contain government information which is restricted to authorized users only. Unauthorized access, use, misuse or modification of any of these computer systems or the data contained in them is a violation of the law and could subject the user to prosecution.
 - At no time may you access the confidential records contained in these systems to gain information of a personal nature. Access is restricted to the use necessary to perform your functions as an eligibility worker.
 - The systems and access are subject to monitoring to ensure proper performance of applicable security features or procedures.

Violations of Security

- Depending on the circumstances, the violation and the degree of the employee's culpability, the Department may take one or more of the following agency actions:
 - Corrective action.
 - Disciplinary action.
 - Legal action, including criminal prosecution.
- Department administrators may consult with the Office of Human Resources regarding the most appropriate action to take in response to an employee's violation.
- If an employee's violation results in either personal gain to that employee or personal harm or loss to a client, the State or another employee, disciplinary action is generally warranted. Disciplinary action can include the loss of your job.



DCFS Purchase Service Code Eligibility

Purchase Service Code	Description	Eligibility
AAG, AAI, ABS, ACC, AFB, AFM, AIR, AIS, ALF, ALR, ALS, APG, API, APM, APP, APR, ARC, ARH, ARL, ARM, ASM, AST, AFT, ATR, ATS	Absence Code Residential	FB
BAB	Baby of Foster Child	FB, FT
BAF	American Fork Training School - non-pay	
BFH	Foster home - non pay	
BGH	Group home - non pay	
BHR	Home at relative or guardian - non pay	
BOH	Living at home - non pay	
BSM	State Mental Hospital - non pay	
CAH	Adoptive home not final - non pay	
CAN	Child Abuse Neglect Payment	FB
CDR	DCFS Drug Court Services	FB
CEF	Contracted emergency foster care payment	FB, FT
CES	Contracted specialized emergency foster care	FB, FT
CFP	Level 1, Basic foster care payment	FB, FT
CHB	Contracted Home Bases Needs Payment	FB
CHP	Crisis Host Payment	FB
CNE	Contracted Parent Evaluation & Therapy Services	FB
COR	Corrections facility - non pay	
CRP	Crisis respite care pay	FB
CRT	Residential treatment facility	
CRW	Child on the run	
CSN	Contracted special needs miscellaneous	FB
CSP	Crisis respite specialized	FB, FT
CXP	Basic foster payment - contract	FB, FT
DAG	Intensive residential assessment services, MH	FB, FT
DAI	Residential assessment services	FB, FT
DCC	Intensive residential treatment services, per-school age	FB, FT
DFB	Family based residential care	FB, FT
DFM	Family based residential care, mental health	FB, FT
DIR	Individual residential care	FB, FT
DIS	Individual residential treatment services, cognitively impaired	FB, FT
DLF	Residential treatment services, cognitively impaired	FB, FT
DLR	Independent living residential care	FB, FT
DLS	Intensive residential treatment services, cognitively impaired	FB, FT
DPG	Residential services, pregnant/parenting teen	FB, FT
DPI	Intensive psychiatric residential treatment	FB, FT
DPM	Psychiatric residential treatment services, mental health	FB, FT

Purchase Service Code	Description	Eligibility
DPR	Psychiatric residential treatment services	FB, FT
DRC	Group residential care	FB, FT
DRH	Intensive residential treatment services, mental health	FB, FT
DRL	Intensive residential treatment services, latency age	FB, FT
DRM	Intensive residential treatment services	FB, FT
DSM	Intensive residential treatment services, sex offender, level 6 MH	FB, FT
DSS	Intensive residential treatment services, level 7 secure care	FB, FT
DST	Intensive residential treatment services, sex offender, level 6	FB, FT
DTF	Intensive residential treatment services, teaching family model	FB, FT
DTM	Intensive group children's skills development services	FB
DTR	Transitional living residential care, mental health	FB, FT
DTS	Transitional care service	FB, FT
DVC	Family Violence Child Treat	FB
EFB	Emergency foster group home (boys)	FB
EFG	Emergency foster group home (girls)	FB
EFP	Emergency foster care payment	FB, FT
ETP	Emergency transportation payment	FB
FAC	Contracted Adoption Promotion & Support	FB
FCT	Foster child contracted transportation services	FB
FHX	Independent high cost maintenance	FB, FT
FPA	Adoption Promotion Support	FB
FPC	Family Preservation Flex Fund - Contracted	FB
FPF	Family Preservation Flex Fund	FB
FPR	Reunification	FB
FRC	Time limited Reunification Fund – Contracted	FB
FTC	Foster child transportation, case activity	FB, FT
FTM	Foster child transportation, medical	FB
FTP	Foster child transportation payment	FB
FTV	Foster child transportation, visit	FB, FT
FVP	Family Violence Payment	UN
FVS	Family Violence Treatment	FB
GAI	Adoption Incentive Grant Service	FB
GAR	Guardianship Subsidy	FB
GCP	Basic guardian support subsidy	FB
GHX	Extraordinary placement group	FB
GSP	Specialized guardian support subsidy	FB
HBN	Home based needs	FB
HHM	Home Management Homemaker Services	FB
HTS	Homemaker Teaching Services	FB
ICP	Initial clothing payment	FB, FT
ILN	Independent living - non pay	FB
ILP	Independent living program	FB
JSP	Joyous season payment	FB

Purchase Service Code	Description	Eligibility
MCA	Mental health evaluation	FB
MFC	Medically fragile child	FB, FT
MFN	Medical facility/Nursing home	
NCA	Mental Health Evaluation – Non foster child	FB
NFC	Individual Counseling – Non foster child	FB
NFT	Family Therapy w/client present – Non foster child	FB
NFW	Family Therapy w/o client present – Non foster child	FB
NGT	Group Therapy – Non foster child	FB
NNM	Medication Management – Non foster child	FB
NMR	Medication Management by RN – Non foster child	FB
NPE	Psychiatric Evaluation – Non foster child	FB
NXE	Psychological Evaluation – Non foster child	FB
PFP	Protective Family Preservation	FB
PLP	Family Pres LCSW	FB
PPI	Peer Parenting – in home	FB
PPO	Peer parenting – out of home	FB
PSC	Protective Service Counseling	FB
PSS	Protective Service supervision	FB
PST	Parent Skills Training	FB
REC	Contracted Retainer Payment	FB
RET	Retainer Payment	FB
RE1	Respite care basic	FB
RE2	Respite care specialized	FB
RE3	Respite care structured	FB
RE4	Respite care structured – Step-down	FB
SAC	Subsidized adoption – Supplemental costs	FB
SAP	Subsidized adoption payment	FB
SAR	Subsidized adoption – Non-recurring costs	FT
SCC	Contracted shelter payment	FB, FT
SCF	Substitute care facility	FB
SCP	Basic shelter home	FB, FT
SDS	Skills development services	FB
SEP	Special emergency foster home	FB, FT
SFP	Level 2, specialized foster home	FB, FT
SFS	Level 3, structured family home	FB, FT
SHB	Shelter group home (boys)	FB
SHG	Shelter group home (girls)	FB
SHN	Shelter/non pay	
SIL	Special independent living payment	FB
SNB	Special needs baby	FB, FT
SNC	Special needs clothing	FB, FT
SNE	Psych evaluation parents	FB
SNG	Special needs gifts	FB

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SNL	Special needs lesson	FB
SNM	Special needs miscellaneous	FB
SNR	Special needs recreation	FB
SPC	Contracted specialized shelter care payment	FB, FT
SSP	Specialized shelter home	FB, FT
STA	72 Hour Assessment	FB
STP	School expense – Non tuition costs	FB, FT
SUB	IV-E adoption subsidy	FT
SXP	Specialized foster payment (contract)	FB, FT
SXS	Structured family services	FB, FT
TFS	Level 3, structured family step-down services	FB, FT
TLN	Transitional Living Needs	FB
TLP	Transitional living payment	FB
WHX	DSPD Waiver (MR RC) Maintenance	FB
XCP	Shelter clothing payment	FB, FT
YAP	Youth advocate worker	FB
YFC	Individual mental health therapy	FB
YFT	Family therapy client present	FB
YFW	Family therapy without client present	FB
YGT	Group mental health therapy	FB
YIS	Intensive supervision	FB
YMM	Medication management by an MD	FB
YMR	Medicaid management by an RN	FB
YPE	Psychiatric evaluation	FB
YXE	Psychological testing	FB

DJJS Purchase Service Code Eligibility

Purchase Service Code	Description	Eligibility
ABS	Absent boarding school	YC
AFB	Absent proctor home	YC
AFC	Absent individual/family therapy	YC
AGT	Absent group therapy	YC
AIR	Absent individual residential care	YC
AIS	Absent intensive	YC
ALF	Absent residential treatment - cognitively	YC
ALR	Absent independent living	YC
ANP	Authorized needs payment	YC
AOI	Outdoor impact program	YC
APE	Absent psychiatric evaluation	YC
APG	Absent residential service	YC
APM	Absent psychiatric service	YC
APP	Absent positive peer	YC
APR	Absent psychiatric residential	YC
ARC	Absent Group Residential	YC
ARH	Absent intensive residential – mental health	YC
ARM	Absent intensive residential care	YC
ASM	Absent intensive residential – mental health	YC
ASS	Absent intensive residential – mental health	YC
AST	Absent teaching family model residential	YC
AXE	Absent psychological evaluation	YC
DAG	Intensive residential assessment – mental health	YC
IYP	Independent living	YC
JSP	Joyous seasons payment	YC
SDS	Skills development services	YC
SSF	State supervision fixed rate	YC
YBS	Residential school placement	FT, YC
YFB	Family based residential care	FT, YC
YFM	Family based residential placement	FT, YC
YIR	Individual residential care/proctor home	FT, YC
YLF	Residential treatment – cognitively	FT, YC
YLR	Independent living	FT, YC
YLS	Intensive residential – cognitively	FT, YC
YOA	Observation - Assessment	FT, YC
YOI	Outdoor impact program	YC
YPE	Psychiatric evaluation	YC
YPG	Residential service - Group home	FT, YC
YPM	Psychiatric residential – Mental health	FT, YC
YPP	Positive peer program	FT, YC
YPR	Psychiatric residential	FT, YC

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Purchase Service Code	Description	Eligibility
YRC	Group residential	FT, YC
YRH	Intensive residential - Mental health	FT, YC
YRM	Intensive residential care	FT, YC
YRP	Ropes program	YC
YSM	Intensive residential – Mental health	FT, YC
YSS	Intensive residential – Mental health	FT, YC
YST	Sex offenders residential	FT, YC
YTF	Teaching family residential	FT, YC
YTR	Transition mental health	FT, YC